



## Administration

### 10.13 Fees Policy

#### Amount of Fees

Treetops will charge a fee of £4.60 per hour for all non-voucher children attending, on a half termly basis. These fees will be payable during the half term to which they apply and will be payable in a timely manner.

#### Fee Requests

Fees will be requested by letter or invoice during the first week of each term.

#### Payment

All fees are payable in full within 7 days of receipt of the letter or invoice unless previously agreed with the parent/carer. If family circumstances change and special payment terms are required then parents/carers must speak with the Manager and a payment plan may be agreed.

#### Unpaid Fees

Should fees remain unpaid after 7 days the following action will be taken:

1. A letter will be sent requesting payment of outstanding fees within 3 days
2. A final reminder will be sent requesting outstanding fees
3. Should the fees continue to remain unpaid then the child will forfeit their place at Treetops and legal advice will be sought

#### Registration Fees

When a parent/carer registers their child for a place a £25.00 registration fee is charged (this applies to non funded children only). The amount of £15.00 covers administration and your child will receive a book bag and water bottle when they start at Treetops. The remaining £10.00 will be deducted from your first half term fees.

#### Holidays

If a parent removes a child for a holiday during term time then the usual full fees will be charged.

## Illness

- If a child is absent due to illness for up to 4 weeks then full fees will be charged
- If the child is absent due to illness for more than 4 weeks then please speak to the Manager

## Unpaid Cheques

Parents/carers will be expected to pay any bank charges incurred by the Pre-School as a result of their cheque/s being returned unpaid. The parent/carer will then be expected to settle all future fees by cash.

This policy was adopted at a meeting of	Treetops (Hedge End) Limited	name of setting
Held on	<u>31<sup>st</sup> August 2017</u>	(date)
Date to be reviewed	<u>30<sup>th</sup> August 2018</u>	(date)
Signed on behalf of Treetops		
Names of signatory	<u>W. Lowton</u>	<u>P. Lowton</u>
Role of signatory (e.g. chair/owner)	<u>Director</u>	<u>Director</u>